

**CITY OF RIPON**  
**Engineering Department**  
**Encroachment Permit Requirements**  
**For All Work within the Public Right Of Way and/or Public Utility Easement**

**Do not schedule any construction until the Permit is issued**

The following requirements shall be met prior to issuance of an Encroachment Permit for any work within the public right of way:

Improvement plans (2 sets).

For single item improvement, the plan can be prepared on 8-1/2" x 11" paper. The plan shall show existing and proposed improvements (e.g., driveway approach) with dimensions. All utility features in the public right-of-way (e.g., water meter, tree, fire hydrant, streetlight, etc.) shall be shown on the plans.

Traffic control plans (2 sets) - as needed depending upon location, hour and/or nature of work approved by Traffic Engineer.

[Encroachment Permit Application](#) completed and signed.

Permit fee. Work associated with PG&E, AT&T, Comcast, etc. will be billed to the corresponding utility company.

[Erosion Sediment Control Plan \(ESCP\)](#) if applicable.

All construction projects that have soil disturbance and pass through plan check of the City's permitting process must Develop an ESCP. Projects having more than 1 acre of soil disturbance or those projects that are part of a larger Common plan may be required to comply with the State Water Board's Construction General Permit (CGP), which Requires the development of a Storm Water Pollution Prevention Plan. (SWPPP) For these larger projects, the CGP- Required SWPPP may be submitted in lieu of the ESCP.)

Applicant provides Certificate of Insurance with general liability insurance of single coverage of **\$1,000,000.00 minimum**. Said policy shall name **the City of Ripon as an additional insured: THE CITY OF RIPON, ITS' ELECTED OFFICIALS, EMPLOYEES, AGENTS, AND ADDITIONAL INSUREDS.**

Contractor has a valid Contractor's License issued in the State of California.

Applicant and/or Contractor (if applicable) shall have a valid City of Ripon Business License.

Approval